SchoolInsight
Financial Management System

Yearly Rollover Checklist
20____ to 20____

Done

Before July 1st

#	Task	Done
1	Create new fiscal year	
2	Create pay periods	
3	Create pay period groups	
4	Roll over employee positions	
5	Roll over employee payroll items	
6	Fix invalid rolled over pay periods	
7	Update salaries for 12-month employees	
8	Create work calendars	
9	Roll over payroll item templates	
10	Update payroll items	

After July 1st

#	Task	Done
11	Roll over and update time off	
12	Review and update existing options	
13	Roll over purchase orders	
14	Roll over uncleared checks	
15	Create closing entries	
16	Roll over ending balances	
17	Close the previous fiscal year	
18	Update external year-to-date totals	